

City of Milwaukee Health Department Office of Violence Prevention

Summer of Healing Project

Request for Proposals (RFP)

June 1, 2022 – August 30, 2022

Application Due: May 9, 2022



Administered by the Community Development Grants Administration
200 East Wells Street
Milwaukee, WI 53212
414-286-3647

Community Development Grants Administration

RFP Coordinator: Steven L. Mahan
Email: Steven.Mahan@Milwaukee.gov

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RFP Due: May 9, 2022

This Request for Proposal and all of the applicable forms are available in PDF format on Community Development Grants Administration website.

Send one electronic copy of the completed proposal by 4:00 PM to the Community Development Grants Administrative office at all of the following email addresses:

Steven L. Mahan
Community Development Grants Administration
City Hall, Room 606
200 East Wells Street
Milwaukee, WI 53202

smahan@milwaukee.gov
mbalis@milwaukee.gov
ovp@milwaukee.gov

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Overview

Overview of Department and Program

The mission of the City of Milwaukee Health Department (MHD) is to ensure that services are available to enhance the health of individuals and families, promote healthy neighborhoods, and safeguard the health of the Milwaukee community. Because the health of the individual and health of the community are interdependent, we work in partnership with private providers and others to guarantee access to health care, to safeguard the environment, and to provide up-to-date health information using the latest available technology to monitor and assess community health.

The City of Milwaukee Health Department Office of Violence Prevention (MHD-OVP) is committed to preventing violence through partnerships that strengthen youth, families and neighborhoods. As part of the Blueprint for Peace (www.414life.com), ten priority neighborhoods were identified for investment of resources and support. Youth and families in these neighborhoods are often exposed to individual and community trauma resulting from structural racism, concentrated disadvantage and violence. There is also limited access to culturally specific, trauma responsive healing services and activities.

The Resiliency in Communities After Stress and Trauma (ReCAST MKE) initiative of MHD-OVP is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). It aims to reduce the impact of trauma in Milwaukee by enhancing individual and community resilience by increasing access to activities that promote healing from trauma. The mission of ReCAST MKE is to “advance healthy youth and families through community-based collaborations that promote healing, equity and justice.”

Purpose of Project

Many community based organizations and leaders have established relationships and are working in priority neighborhoods. However, some lack the resources to facilitate neighborhood based strategies that promote healing, restorative practices and resilience for youth, families and residents. The ReCAST MKE Summer of Healing Project funds are meant to provide support for these leaders and organizations to increase their ability to have a positive impact on lives and the communities they serve.

This collaboration effort will provide funding and technical assistance supports to community based organizations and leaders who are working to facilitate neighborhood based strategies that promote healing, restorative practices and resilience for youth, families and residents. This will be accomplished by building the capacity of such community based

organizations and leaders to respond to the needs of priority neighborhood youth and their families who have experienced trauma or who are at risk of trauma. Capacity building activities will also include assistance to scale and sustain efforts that are effective.

OVP is seeking applications to provide awards between \$25,000 up to \$50,000 directly to community based organizations in the City of Milwaukee who promote healing, restorative practices and resiliency. Organizations will lead activities that support youth between the ages of 12-24 and/or their families who reside in Milwaukee priority neighborhoods in the Blueprint for Peace and have experienced trauma or who are at risk of trauma.

Contract Term

The anticipated contract term will be June 1, 2022 – August 30, 2022.

2022 Project Timeline

Proposal release: Monday, April 25th, 2022

Proposal due date: Friday, May 9, 2022 @ 4pm

Tentative date for Selection Committee Meetings: May 20, 2022

Tentative notification of awards: Friday, May 20, 2022

*Mandatory In-Person Orientation: May 25, 2022

Project period start date: June 1, 2022

Tentative dates for site visits: June, July, and August 2022

Completion date for the entire project: August 31, 2022

Final invoice submission due date: September 16, 2022

Final program report due date: September 16, 2022

***Mandatory In-Person Orientation**

An in-person orientation session will be held on Wednesday, May 25th from 9am-12pm.

Technical Assistance Sessions

The Community Development Grants Administration office will contact award recipients with information regarding technical assistance sessions.

Application Process

Please respond to the following questions in narrative form. Each response should be clear and concise (less than 200 words). Please restate the numbered question to structure your narrative.

1. Please describe your organization mission/purpose and your experience working with youth and/or families.

2. Please describe the activities that will take place (e.g., what will happen, where will activities be, how will they be facilitated, when/how often will they occur). (Up to 300 words acceptable for this question).
3. How will these funds help you to support youth or parents/caregivers who have experienced or are at risk of trauma?
4. How will your activities promote wellness, safety, social-emotional development, and/or restorative practices?
5. How do you include and honor the culture(s) of the youth or parents/caregivers in activities?
6. What neighborhood(s) are your activities based in? Please describe your connection to the neighborhood(s). (Please note that Blueprint for Peace Priority Neighborhoods are encouraged.)
7. Please describe the demographics of the youth or parents/caregivers you intend to reach.
8. How will you know if your activities are successful?
9. Will you be partnering with any other individuals or organizations to complete activities? If so, please list all partners and their role in the project. (This question is not scored.)
10. Please describe your capacity and ability to receive and manage grant funds, to submit invoicing to the City in accordance with a cost reimbursement style of granting, and to participate in required reporting (such as collecting information on numbers served and reporting that information to the City).

Other Requirements:

- 1) **Provide a budget of how you will spend the funds.** Please note that funds are not given out at the beginning of the project. Cost reports have to be submitted each month during the project in order for you to be reimbursed for project expenses. Cost reports must include copies of all receipts, canceled checks, and payroll documentation.
- 2) **Provide a timeline.** This should show how you plan to complete your project by August 30, 2022.
- 3) **Provide proof of insurance.** See attachment City of Milwaukee Insurance Requirements.

- 4) **Complete and submit the IRS W-9 form.** <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- 5) **Participate in training and technical assistance.** Part of ReCAST MKE is to provide capacity building support to those who are doing community healing work. The applicant and staff/partners are required to attend the orientation and training and technical assistance sessions (up to 6 hours total) throughout the project, between May and August 2022. Training topics may include historical trauma, youth mental health first aid, mandated reporting, business management, etc. as designated by the Office of Violence Prevention.
- 6) Participate in ReCAST partner meetings held during the project time period.
- 7) **Track ReCAST performance data and submit monthly reports. Evaluation metrics that will be tracked include, but are not limited to the following.**
 - Number of youth served
 - Number of caregivers served (if applicable)
 - Number of program activity sessions held
 - Number of referrals made to mental or behavioral health services
 - Number of referrals made to other service providers (e.g. housing, food, clothing, workforce development, etc.)
 - Number of agency staff/partners trained
 - Number of technical assistance hours used
 - Participant (youth and/or caregiver) satisfaction surveys

A tracking template will be provided. Training and/or technical assistance will also be available on how to track metrics, use the template, and submit accurate reports.

Additional metrics may be added to the list above and data reporting is required.

Selection Criteria

Specific criteria will be used to evaluate the ReCAST Summer of Healing Project proposals. All contracts are subject to the approval of the City's legal counsel prior to execution. The evaluation selection committee will assign points to each proposal according to the categories that are listed below:

Narrative Question Number, if applicable	SELECTION CRITERIA	POINTS
	Compliance with RFP submittal requirements	Pass/Fail

1	Proposer's experience working with youth and/or families and description of their mission/purpose.	15 Points Maximum
2, 3, 4, 5	Proposer's description of the activities that will take place; how the funds will aid addressing trauma while promoting wellness/ safety/social-emotional development/or restorative practices; and how culture will be included.	30 Points Maximum
6, 7	Proposer's demonstrated relevance to priority neighborhoods and description of target population demographics	15 Points Maximum
8	Proposer's description of how the activity's success will be measured or determined.	10 Points
10	Capacity to effectively manage, invoice for, and report on cost reimbursement style grant funds.	15 Points Maximum
	Proposer's Timeline and Budget/Cost Proposal	15 Points Maximum

Questions

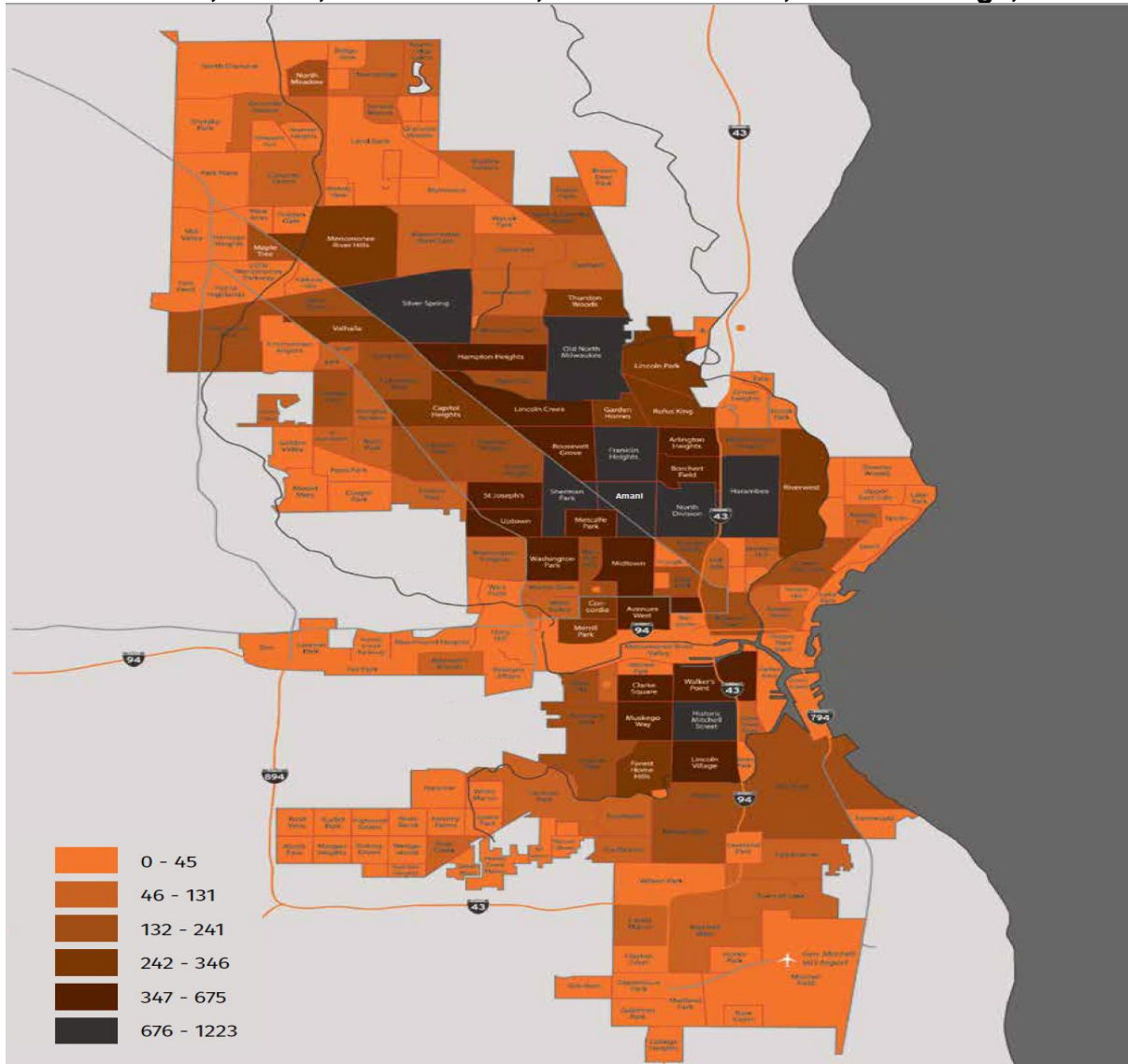
Questions about the application requirements should be directed to ovp@milwaukee.gov no later than April 29, 2022 at 2:00pm CST.

Preliminary Review Checklist

Please review the sample Preliminary Review Checklist included as an example on page 13. Applicants who have not previously received any type of funding through the City of Milwaukee should anticipate needing to supply all or most of these documents prior to being able to receive reimbursements through the grant. If these documents are difficult to attain, delays or ineligibility are possible.

Priority Map

Priority will be given to activities that are based in one or more of the following neighborhoods: Old North Milwaukee, Harambee, Franklin Heights, Silver Spring, North Division, Amani, Sherman Park, Historic Mitchell, Lincoln Village, or Midtown.



Budget Categories and Guidance

Sample Budget Template

Please use these categories when organizing your budget.

Budget Category	Amount	Narrative
A. Personnel	\$	
B. Fringe Benefits	\$	
C. Travel/ Transportation	\$	
D. Occupancy		
E. Equipment	\$	
F. Supplies	\$	
G. Other	\$	
H. Indirect	\$	
Total Contract Cost	\$	

Personnel

Please list each position (job title) to be paid by the grant, name of employee, and full-time equivalent (FTE). Show the annual salary rate and the full-time equivalent (FTE, based on 2080 hours/year) of the position to be funded with the grant. (Or, for hourly workers, state rate of pay and number of hours.)

Please show the cost of paying staff salaries to:

- provide direct services and/or outreach,
- supervise employees who are providing direct services and/or outreach, and
- provide programmatic support services, such as a bookkeeper or receptionist.

Calculating FTE

Calculation is based on 40 hours/week x 52 weeks/year (40 x 52 = 2080 hours).

1.0 FTE - Calculation: 2080/2080 (40 hrs./week x 52 weeks = 2080 hours)

ReCAST MKE is supported by a grant from the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services, under Grant No. 5H79SM063524

.50 FTE - Calculation: $1040/2080$ (20 hrs./week x 52 weeks = 1040 hours)

.25 FTE - Calculation: $520/2080$ (10 hrs./week x 52 weeks = 520 hours)

If your agency's full-time work week equals 35 hours instead of 40, the FTE for a person working full time equals .87 FTE, not 1.0 FTE.

Grant Use Eligibility

This project is federally funded through a grant from the Substance Abuse and Mental Health Services Administration (SAMHSA). In general, funding cannot be used for entertainment, food/meals or sporting events. In addition, the Summer of Healing Project funds may **NOT** be used for the following:

- Provide services to incarcerated populations (defined as those persons in jail, prison, detention facilities, or in custody where they are not free to move about in the community).
- Pay for the purchase or construction of any building or structure to house any part of the program.
- Provide residential or outpatient treatment services when the facility has not yet been acquired, sited, approved, and met all requirements for human habitation and services provision.
- Pay for housing other than residential mental health and/or substance abuse treatment.
- Provide inpatient treatment or hospital-based detoxification services. Residential services are not considered to be inpatient or hospital-based services.
- Only allowable costs associated with the use of federal funds are permitted to fund evidence-based practices (EBPs). Other sources of funds may be used for unallowable costs (e.g., meals, sporting events, entertainment). Other support is defined as funds or resources, whether federal, non-federal, or institutional, in direct support of activities through fellowships, gifts, prizes, or in-kind contributions.
- Make direct payments to individuals to induce them to enter prevention or treatment services (stipends).
- Make direct payments to individuals to encourage attendance and/or attainment of prevention or treatment goals. However, SAMHSA discretionary grant funds may be used for non-cash incentives of up to \$30 to encourage attendance and/or attainment of prevention or treatment goals. SAMHSA policy allows an individual participant to receive more than one incentive over the course of the program. However, non-cash incentives should be limited to the minimum number of times deemed necessary to achieve program outcomes. A grantee or treatment or prevention provider may also provide up to \$30 cash or equivalent (coupons, bus tokens, gifts, child care, and

vouchers) to individuals as incentives to participate in required data collection follow up. This amount may be paid for participation in each required interview.

- Funds may not be used to distribute sterile needles or syringes for the hypodermic injection of any illegal drug.
- Pay for medicines for HIV antiretroviral therapy, sexually transmitted diseases (STD)/sexually transmitted illnesses (STI), TB, and hepatitis B and C, or for psychotropic drugs.

Please note that SAMHSA and the City of Milwaukee Health Department Office of Violence Prevention reserve the right to modify the budget and withhold funding for unallowable costs and those that do not fit the scope, mission, or guiding principles of the City of Milwaukee or ReCAST project.

Deadlines

Proposals must be received **no later than May 9, 2022 at 4:00pm** to the Community Development Grants Administration.

Submit one electronic copy of the proposal to all of the following email addresses:

Steven L. Mahan
Community Development Grants Administration
City Hall, Room 606
200 East Wells Street
Milwaukee, WI 53202

smahan@milwaukee.gov
mbalistreri@milwaukee.gov
ovp@milwaukee.gov

Preliminary Review Checklist Example

Community Development Grants Administration Preliminary Review Checklist for Newly-Funded Agencies

Organization _____ Program Year _____

Date Routed to Comptroller _____

In order to comply with Federal Regulations as outlined in OMB Circular A-102, Attachment G, regarding safeguarding assets, preliminary reviews are conducted for all newly-funded CDGA grant projects. The information listed below is necessary for evaluation by CDGA and the City Comptroller of the ability of the City of Milwaukee to enter into a contract with the applicant.

Corporate Information

- _____ Copy of Articles of Incorporation with the Corporate Seal attached
- _____ Copy of the Corporate By-Laws
- _____ Board of Directors Roster
- _____ Corporate Organizational Chart
- _____ Copy of the Federal Tax Exemption Status Letter
- _____ Copy of the State Sales Tax Exemption Status Letter with the Tax Exempt Number

Financial Information

- _____ Copy of the most recent Form 990, Federal Information Tax Return
- _____ Copy of the most recent Financial Statements (Balance and Income Statements)
- _____ Copy of the most recent agency audit
- _____ Copy of the most recent agency budget

Organizational Controls

- _____ Copy of written Accounting Policies and Procedures with names of responsible personnel
- _____ Copy of Personnel Policies

Other Documents to be submitted for the Preliminary Review

- _____ Copy of Project Application
- _____ Copy of CDGA's approved Project Activity Report
- _____ Copy of the approved budget (CDGA & Comptroller approval)
- _____ Copy of the Certificate of Insurance